

Department of Land Management  
Building and Zoning Division  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

# TOWN OF SOUTHAMPTON



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TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA  
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE DATE

## **BUILDING PERMIT APPLICATION CHECKLIST** **RESIDENTIAL INTERIOR RENOVATIONS/ALTERATIONS**

Applications and forms must be filled out in their entirety, and signatures must be notarized as necessary.  
**Incomplete applications will not be accepted.**

***\*\*Note: Please be advised additional documentation maybe required by the Building Division\*\****

### **ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:**

- ☐ [Building Permit Application](#) (original)
  - ☐ 3 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
  - ☐ 2 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
    - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
  - ☐ 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
  - ☐ Workman's compensation (contractor must have an active license with the Town)
    - Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
    - or Affidavit of exemption (BP1) if work is being completed by owner and is an owner-occupied residence
  - ☐ Fee (Based on cost estimate & Plumbing Fixtures, *If applicable*)
  - ☐ [Electrical Permit](#): If electrical work is proposed. *Electrician must have an active license with Suffolk County*
- FILED SEPARATELY**

***\*\*Note: Fees will be calculated at Front Desk Prior at time of Submittal\*\****

### **ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE**

- ☐ Original Red stamped Board of Health Survey: For accessory buildings with plumbing
- ☐ [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- ☐ Written cost estimate on contractors letterhead
- ☐ 2 copies the MANUAL J if upgrading mechanicals
- ☐ 2 copies of the HERS if proposed construction is Substantial Reconstruction Town Code §123.36-37
- ☐ Landmarks and Historic Districts Board (LHDB) Application or Approval Letter if flagged for LHDB review in the Town's GIS.

### **Verification of Ownership or Authorization**

- ☐ Original Signed & [Notarized Owners Endorsement](#): If applicant is other than owner.
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

***\*\*Note: Documents MUST list name of member(s) that are authorizing the submittal of this application\*\****

- ☐ Death Certificate: If owner listed is deceased.
- ☐ Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
  - When owner is deceased
  - When owner is incapable of submitting an application